

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 035-2015

OPEN TO: All Interested Candidates in and outside the mission

POSITION: Security Investigator (CDC), FSN-07/ FP-07  
**THIS IS A TERM POSITION FOR ONE YEAR**

OPENING DATE: May 13, 2015

CLOSING DATE: May 27, 2015

WORK HOURS: Full-time; 48 hours/ week (Monday-Saturday)

SALARY: \*Not-Ordinarily Resident (NOR): FP-07  
\*Ordinarily Resident (OR): FSN Grade 07

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Security Investigator. The position is located in the Regional Security Section while supporting the interest of the Centers for Disease Control (CDC) Mission and will report to the Regional Security Officer.

## **BASIC FUNCTION OF POSITION:**

Under the supervision of the Regional Security Officer, conducts employee suitability investigations, traffic accident investigations, and limited criminal or fraudulent activities investigations exclusively in support of the Centers for Disease Control Mission to Sierra Leone. Maintains relationships with police and other district governments in support of field travel for the CDC. Provides security briefings for temporary staff and ensures compliance with Mission security policies. Provides on-site security response at the CDC office. Travels as necessary to maintain relationships and review security in locations outside of Freetown.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of Secondary School and two years college study in any field.
- 2. Experience:** Three to five years of progressively responsible experience in investigative work with a military a military, police, private or U.S. Government organization.
- 3. English Ability:** Level III (good working knowledge) in written and spoken English is required. Level 4 (fluent) in speaking Krio required. Level III (good working knowledge) of one or two other commonly spoken languages are required. Will be tested.
- 4. Other Criteria:** Must be computer literate with sound computer skills. Ability to meet short deadlines. Must hold a class B driver's license. Must be able to distinguish between relevant and irrelevant information, and to report facts accurately in a logical, concise and objective manner. Good writing and communication skills.
- 5. Other Skills:** A working knowledge of security or criminal justice regulations. Knowledge of basic principles and techniques of investigation. Knowledge of documentary source of information and familiarity with Sierra Leone laws on education, marriage, divorce, etc.
- 6. Interpersonal skills:** Must establish good working relationship with lower, mid and higher level law enforcement officials and private security and investigative firms, educational institutions to facilitate the investigative progress and obtain security situation updates. Ability to maintain extensive contacts with officials of various local agencies including the police. Ability to deal effectively with others and to obtain their cooperation. Must maintain relationships with security officials throughout the country.

### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible

to apply.

4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for CDC Security Investigator)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 232-76-515-355  
Email: [HRFreetown@state.gov](mailto:HRFreetown@state.gov)

NOTE: Only short listed applicants will be contacted

**POINT OF CONTACT:**

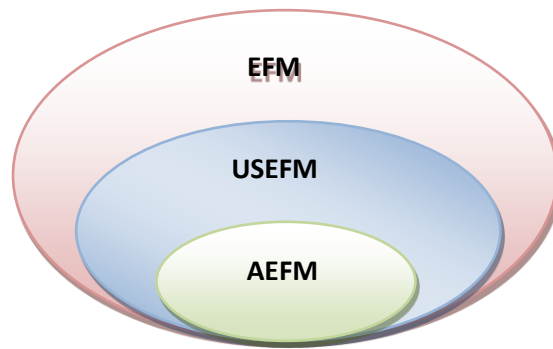
Human Resources Section: 076-515-000

**CLOSING DATE FOR THIS POSITION: May 27, 2015**

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and
- Does not ordinarily reside (OR, see below) in the host country; and
- Is not subject to host country employment and tax laws; and
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and
- Has legal, permanent resident status within the host country; and
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - SECURITY INVESTIGATOR

Conducts personnel investigations for employment with the CDC or any U.S. Government agencies. Interviews employees previous employers, educational institutions officials, and others in order to verify the correctness of particulars furnished by prospective applicants, or contract workers. Prepares concise and accurate reports on the background, conduct, demeanor, and suitability for employment of applicants. Periodically conduct similar investigations and gives security up-dates of Embassy employees.

30%

Maintains relationships with police, district governments and non-governmental organizations in support of the CDC. Provides security briefings for temporary staff and ensures compliance with Mission security policies. Provides on-site security response at the CDC office. Travels as necessary to maintain relationships and review security in locations outside of Freetown. Keeps up to date on the safety and security in the outlying districts of Sierra Leone.

50%

Conducts criminal investigations of thefts of USG property, as well as investigations of traffic accidents involving USG vehicles, and writes clear and concise reports that would enables the RSO to determine appropriate actions.

10%

Performs other security related functions as directed by the RSO.

10%

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**